

MINI-BUS DRIVER

The Town of Mashpee Council on Aging seeks applicants for a part-time Mini-Bus Driver; \$20.00/hr (effective 7/1/23). This position works on Tuesdays, 8:30am – 2:30pm, with the possibility of covering other days as needed, Monday – Friday, between the operating hours of 8:30am – 4:30pm (position may work up to 19 hrs/wk). Position open until filled.

Minimum Requirements: High School diploma or GED and more than five (5) years of driving experience in a work setting driving passengers; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job. Must possess and maintain a valid MA driver's license (class D). Must possess a good driving record. Excellent customer service skills and judgement. Experience working with senior citizens. Must successfully pass a CORI background check. Subject to random drug and alcohol testing by the Cape Cod Regional Transit Authority. Must be certified in CPR/First Aid. CCRTA certificate (obtainable within three months of appointment) required.

Responsibilities: Responsible for the safe and efficient operation of the eight passenger mini-bus to transport seniors to medical appointments, shopping and various locations as part of the Town's mini-bus service. Ensures vehicle is serviced and maintained.

In order to be considered, a fully completed original Employment Application is required (available on the HR Dept. Employment Opportunities webpage at mashpeema.gov). The original application must be submitted to:

Mashpee Town Hall, Human Resources Department
16 Great Neck Road North
Mashpee, MA 02649

The Town of Mashpee is an EEO/AA Employer
Applications from Women and Minorities are Encouraged

Reposted: June 22, 2023

MINI-BUS DRIVER – JOB DESCRIPTION
DEPARTMENT OF COUNCIL ON AGING
TOWN OF MASHPEE, MASSACHUSETTS

SUMMARY

The purpose of this position is to be responsible for the safe and efficient operation of the eight-passenger mini-bus to transport seniors to medical appointments, shopping and various locations as part of the Town's mini-bus service. A Mini-Bus Driver is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

SUPERVISION

Supervision Received: S/he works under the general direction of the Director of the Council on Aging, following established rules, regulations, policies and procedures.

Supervision Given: None.

JOB ENVIRONMENT

Work is performed in a mini-bus, along walkways and field locations; noise levels are moderate; position entails driving and assisting clients; work is performed inside and out-of-doors in all weather conditions including seasonal extremes of hot and cold. Work is performed in a typical seasonally comfortable office environment with contemporary office systems, tools and equipment.

Requires the operation of eight-passenger mini-bus and power wheelchair lift.

Makes frequent contacts with the general public, specifically seniors and disabled persons who use the mini-bus service or police/emergency personnel when out in the field; most contacts are face-to-face or on the phone to confirm appointments.

May be told or overhear passenger confidential information.

Requires the operation an automobile, telephone, cell phone, computer, copier, facsimile machine, and other standard office equipment.

ESSENTIAL FUNCTIONS

[The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]

1. Depending upon the physical capacity of individuals, welcomes passengers to the mini-bus from their front door; assures passengers safely board the mini-bus, are seated and secured; transports clients to various activities such as food shopping, doctor appointments, special programs, to the Senior Center, etc.
2. Operates and checks vehicle, insures vehicle is serviced and maintained, and interior and exterior are clean. Completes paperwork for repair and maintenance.
3. Assists clients into and out of the mini-bus; assists them with their packages, assists them to their home or other location. Does not provide any hands-on assistance.
4. Operates wheel chair equipment on mini-bus to load clients safely into the vehicle.
5. Maintains a daily log of passengers picked up and dropped off and stop locations.
6. Handles passenger emergencies that may arise; completes accident or injury reports as required.
7. Attends monthly staff meeting and monthly meeting with Outreach staff.
8. Prepares daily passenger schedule and route, to deliver transportation efficiently and effectively.
9. Delivers Council on Aging newsletters to post office and other locations throughout the Town of Mashpee.
10. Performs daily safety and inspection check of the vehicle.
11. Schedules and transports vehicle to the Cape Cod Regional Transit Authority operations facility for annual vehicle inspection.
12. Receives and handles daily telephone calls from passengers.
13. Calls and/or meets with potential new riders to inform them of mini-bus service.
14. Completes reports for the Town and the Cape Cod Regional Transit Authority.
15. When available, assists COA staff with minor tasks such as preparing welcome packets, answering the phone, etc.
16. Maintains confidentiality of department records and information on a "need to know basis."
17. Performs similar or related work as required or as the situation dictates.

ERRORS AND OMISSIONS

Errors or omissions, inadequate coordination, untimely work, inaccuracies and actions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications.

Errors can result in injury to clients, personal injury, damages to the vehicle, property damage, and liability for the Town.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Must have a High School Diploma or GED and more than five (5) years of driving experience in a work setting driving passengers; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job.

Knowledge, Skills and Abilities:

Knowledge: Thorough knowledge of the safe practices of driving a mini-bus with passengers; knowledge of basic emergency services to assist passengers; basic knowledge of vehicle maintenance to know when vehicle repairs and servicing are needed. Familiarity with Cape Cod road network.

Skills: Skill in driving a mini-bus, operating a chair lift, and working with people and their infirmities. Excellent customer service skills and judgement. Good verbal and written communication skills. Skill to utilize an office computer system, applications and its functions. Skill in operating a keyboard at an efficient speed. Must be capable of reporting to work punctually and dependable in attendance.

Abilities: Ability to follow written and oral instruction; ability to work with elderly and disabled persons; ability to be courteous and helpful; ability to read and follow safety procedures; ability to drive for long hours; ability to learn how to operate wheelchair lift equipment; ability to work efficiently and effectively with minimal supervision; ability to handle emergency situations.

Physical Requirements: While performing the functions of this job, the employee is required to sit, stand, and walk for extended periods; may come in contact with toxic fumes and risk of electrical shock; is frequently required to talk and listen; uses hands to handle, or feel objects, or controls; reaches with hands and arms; kneels and bends to work on equipment; specific vision abilities required include close, color and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle accurately and efficiently; ability to occasionally move up to 50 lbs.; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech using American English.

Special Requirements: Must be able to demonstrate, through references or otherwise, the ability to assign priorities to varied work demands, independently and effectively accomplish detailed work requirements, and provide high levels of courteous service. Must possess and maintain a valid Commonwealth of Massachusetts driver's license (Class D) to operate a motor vehicle. Must be certified in CPR/First aid. CCRTA certificate (obtainable within three months of

appointment) required, and annually thereafter. Must successfully pass a C.O.R.I. background check. Good driving record required. Annual physical exam may be required. Attends annual training as required by the Cape Cod Regional Transit Authority. Periodic drug and alcohol testing required. Must be able to successfully pass a one-year probationary period. Must be able to provide proof of eligibility to work in the United States.

[This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.]

Adopted: November 20, 2019

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